

ADMINISTRATIVE - INTERNAL USE ONLY

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 29 September 1982 *USW* \_\_\_\_\_  
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MEMORANDUM FOR: Chief, Abidjan Bureau  
 Chief, Key West Bureau  
 Chief, Jordan Bureau

FROM:

Deputy Director, Foreign Broadcast Information Service

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SUBJECT:

FBIS Organizational Health Study

1. As outlined at the 1982 Bureau Chiefs Conference, FBIS is utilizing a consultant to perform an organizational survey relating to the health, morale, and performance of our foreign national employees. In this connection, the consultant has visited most of our bureaus, interviewed many of our employees, and asked our foreign nationals and U.S. staffers to complete a questionnaire.

2. Although participation is strictly voluntary on the individual's part, we are asking all employees to participate. This is an opportunity for employees to get their views to FBIS management on a number of matters. Dependents of employees are also asked to contribute, provided the dependent is over 14 years old, lives with the employee, and can read English well enough to complete the form. All replies are anonymous and are not to be signed. They will go directly to the consultant who will compile the statistics. Confidentiality will be strictly observed.

3. Please emphasize to your employees that their participation, although voluntary, is important to us. Management decisions will likely rest on what the results tell us. While the focus is on foreign national monitors, the overall aim of the study is to help all employees and their families have a more satisfying and productive career with FBIS.

4. The consultant will not be personally visiting your specific bureau, but the questionnaires are attached. We would appreciate your assistance in getting as many people as possible to complete the forms, and return them. If you have any questions, please message [redacted] who will be in touch with [redacted]. We hope to have some statistical results to show the bureaus by next spring.

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Attachments:  
 As stated

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~~1~~- FBIS Registry

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